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**Person Specification – Volunteer and Community Engagement Worker**

This document outlines the Essential and desirable skills, abilities, experience, knowledge and special requirements for the post of Home-Start Clackmannanshire Volunteer and Community Engagement Worker.

This form also indicates how the different requirements may be assessed during the selection process:  A = Application Form, I = Interview, E = Exercise

| **ESSENTIAL REQUIREMENTS** | **Method of Assessment** |
| --- | --- |
|   | **A** | **I** | **E** |
| **Education and qualifications** |  |
| Relevant minimum qualification at SCQF Level 7(with a commitment towards ongoing professional development) |  |  |  |

| **Employment History** |  |
| --- | --- |
| Relevant previous or current employment or volunteering experience |  |  |  |

| **Working within the Scheme** |  |
| --- | --- |
| Knowledge of the voluntary sector and the roles and responsibilities of voluntary management committees |  |  |  |
| Ability to process and collate information              |  |  |  |
| Ability to prepare reports and statistical information |  |  |  |
| Knowledge of safeguarding processes | ✓ | ✓ |  |

| **Volunteer Development** |  |
| --- | --- |
| Understanding of best practice in volunteer development |  |  |  |
| Knowledge of Volunteering for All Framework | ✓ | ✓ | ✓ |
| Knowledge and commitment to the Volunteer Charter  | ✓ | ✓ |  |
| Experience in developing volunteering practices and a positive culture of volunteering | ✓ | ✓ | ✓ |
| Ability to creativity engage and build relationships with a wide range of people | ✓ | ✓ | ✓ |

| **Working in Partnership and in the wider context** |  |
| --- | --- |
| Knowledge of the wider local third sector |  |  |  |
| Promotional skills |  |  |  |
| Presentation skills |  |  |  |
| Social Media Skills | ✓ | ✓ |  |

| **Self management/personal attributes** |
| --- |
| Interpersonal skills |  |  |  |
| A positive and creative approach to tackling tasks |  |  |  |
| Commitment to good safeguarding practice  |  |  |  |
| Knowledge of and commitment to equal opportunities and anti-discriminatory practice |  |  |  |
| Understanding of the need for professional confidentiality |  |  |  |
| Good written and verbal communication skills |  |  |  |
| Negotiating skills |  |  |  |
|  |  |  |  |
| **Essential components of the role** |
| Able to work flexibly on occasion  |  |  |  |
| Willingness to access training opportunities |  |  |  |
| Eligibility to work in the UK |  |  |  |
|  |  |  |  |
| **DESIRABLE REQUIREMENTS** |
| Car driver, and access to car | ✓ |  |  |
| Understanding/experience of delivering family support services  | ✓ | ✓ | ✓ |

**Updated May 2025**